

Jene,

8/15/85

STAT



said that

Hinemann wants us to send all copies back to him in an "Eyes Only" envelope. (He stressed it was to go directly to him). And we can forget it was ever sent. (sic)

Carlo

8/16/85 /

Jene,

Memo from DDS&T re evaluation of Senior Secretaries has been returned Eyes Only to Hinemann! Attached are internal (OP) comments, and response we suggested (which was never officially sent) and a copy of the memo.

Carlo

✓ 8/85

Paul & Board

ROUTING AND TRANSMITTAL SLIP

Date

6/21

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

24 JUN 1985

1. *DD/P&F*2. *DD/P&F*3. *DD/P&F*4. *DD/P&F*5. *DD/P&F**See D/O?**Draw
San Francisco
- help see if we
can hold it*

Action	File	
Approval	For Clearance	
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature <i>He said</i>
Coordination	Justify	

REMARKS

*Ed discussed with D/O P. He said
to leave it w/ him.
We didn't get to D/O P
m att'd (you had to leave for
Hqs, etc.) You should review
with him per our discussion &
see if he's happy it. Thanks,*

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

* U.S.G.P.O.: 1983 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ROUTING AND TRANSMITTAL SLIP

Date

18 June 1985

TO: (Name, office symbol, room number, building, Agency/Post)

Initials

Date

1. C/P&RS

18 JUN 1985

2. DD/PA&E

6/18/85

3. EO/D/OP

JUN 19 1985

19 JUN 1985

4. DD/OP

5. D/OP

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Barbara: Would like to brief you on this one.

Dine

NO. 10
ED
P&RS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

<div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> (Post) Chief, Policy Branch/P&RS	Room No. —
	5N19
	Phone No.

5041-102

☆ GPO: 1983 O - 381-529 (232)

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA
FPMR (41 CFR) 101-11.206

STAT
MEMORANDUM FOR: Deputy Director for Science and Technology
FROM: [REDACTED]
Director of Personnel
SUBJECT: Evaluation and Ranking of Senior Secretaries
REFERENCE: Your Memo, Same Subject, dated 17 May 1985

STAT
1. This is in response to reference recommending the disbanding of the DDS&T Senior Secretarial Career Service Panel and delegation of the responsibility to evaluate GS-08 and GS-09 senior secretaries to the office level. The current requirement to have a directorate level panel was established by the DDCI in 1978 and codified in Agency regulations.

[REDACTED] states in pertinent part:

...each of the Deputy Directors are Heads of their respective Career Services....They exercise the following specific Career Service responsibilities:

...
(g) Establish a secretarial panel at the Career Service level for the administration of secretarial personnel in grades GS-08 and above.

Any change in this policy and regulation would require approval at the DDCI level.

2. Upon receipt of your memo, my staff did some research and surveyed the other Directorates. They found that most Directorate level panels rely on the recommendations of the office and division panels for purposes of promotion and evaluation. The Directorate level oversight apparently serves to encourage consistency, objectivity and credibility.

3. As you know, the ExDir has commissioned a senior level task force to review the entire gamut of policies which govern the administration of secretaries. In view of the relatively short deadline given that group, I believe we should defer seeking any changes to the existing policy and regulation until the task force has completed its deliberations.

[REDACTED] STAT

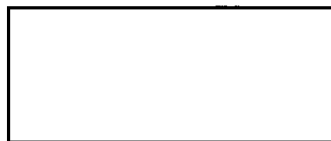
THROUGH: C/P&RS
FROM: C/P&RS/PB
SUBJECT: Evaluation and Ranking of Senior Secretaries

1. I have read the DDS&T proposal to relegate the ranking and evaluation of GS-08 and GS-09 Secretaries to Career Sub-Group, as opposed to Career Service level, panels. I have also read PMCD's comments.

2. In researching the reason behind our existing policy I found that the whole concept was instigated in 1977 by the DCI Secretarial Clerical MAG, the Federal Women's Program Coordinator and the then DDCI, Frank Carlucci. It appears as though secretaries, speaking through the DCI MAG, felt that they were entitled to the same panel and competitive system afforded other Agency "professionals" (sic). The Director of Personnel was instructed by the DDCI to arrange for the establishment in each Directorate of a Senior Secretarial Review Panel which would assure equitable treatment for all employees concerned.

3. After much negotiation with the MAG and the FWPC, the D/PERS finally arrived at the existing system which was approved by all concerned and decreed as policy by the DDCI (see attached). It should be noted that although there were some problems with panel membership and other minor administrative matters, the concept of Career Service Level administration of senior secretaries was never challenged, and surfaced no objections.

4. Bottom line is that the if we are going to approve a change in the system for S&T, we should have some sort of concurrence or comment from the other Career Services. The matter should be brought before the DCI Secretarial/Clerical MAG, by the DDS&T representative to that group, and any request for change should come from them. In any event, we should deal with the policy at the Agency level, or abdicate the D/PERS role in personnel policy and allow Career Services to form their own.



STAT